



THE CANADIAN TEACHERS' FEDERATION
INVITES APPLICATIONS FOR THE POSITION OF

MEETING AND EVENT PLANNER, PUBLIC AFFAIRS
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The Canadian Teachers' Federation (CTF/FCE) is seeking a Meeting and Event Planner to join its staff on a permanent basis. As a member of the Public Affairs team, the Meeting and Event Planner will work hand in hand with the Public Affairs' Director and also provide support to the Governance team.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial organizations that represent over 365,000 teachers across Canada. It promotes and supports quality inclusive publicly funded public education, upholds teaching as a profession, and advocates for adequate resourcing, labour rights, and social justice, across Canada and around the world.

Your main responsibilities

- Co-leading event planning (such as conferences and advocacy gatherings) and meetings (i.e., Board, AGM) for the Federation, with the Director Public Affairs and others, depending upon the specific event);
- Logistics and support for meetings of the CTF/FCE Executive, Board of Directors, and other bodies, including the Annual General Meeting;
- Developing and maintaining excellent relationships with colleagues, service providers, venue representatives, and participants from across the CTF/FCE membership;
- Development, marketing, and production of events (from proposal through delivery and evaluation);
- Setting, communicating, and maintaining work plans and budgets for each event or meeting;
- Coordinating operational and administrative functions among various colleagues;
- Providing relevant details to speakers, guests, service providers, participants, and others;
- Contributing to planning internal staff meetings and events with colleagues and Board members;
- Representation of the CTF/FCE at internal and external meetings and events;
- Contributing to the overall work of the Public Affairs and Governance Teams, as required.

Your profile

- 5+ years' experience working in an association, the education sector, or not-for-profit;
- University or College degree or diploma in event management or equivalent;
- Strong track record of event management success, including a broad knowledge of event planning and production processes and a solid understanding of conference and event management techniques;
- Excellent written and oral communication in French and in English with all levels of internal and external contacts;
- Solid work ethic, commitment to producing high quality work and attention to detail;
- Excellent critical, strategic and creative thinking abilities;

- Solid analytical and problem-solving abilities;
- Superior organizational and priority management skills;
- Strong budget management and contract negotiation skills;
- Exceptional interpersonal and collaborative skills;
- Proven ability to work under pressure of deadlines and competing priorities in a dynamic environment;
- Ability to be utterly discrete with information of confidential and sensitive nature;
- Excellent computer skills in Microsoft, SharePoint, Database Management and event apps;
- Ability to adapt to evolving changes in education.

Our offer

- A full-time permanent position in a positive, team-oriented environment.
- A competitive salary of \$85,023 and a full range of benefits, including a defined benefits pension plan, excellent leave provisions, and an employee assistance program.
- Telework every Wednesday.
- Formal and informal professional development opportunities in a dynamic, quality-driven team.
- Enthusiasm and openness to new ideas and initiatives.
- Strong social justice values.
- Some travel throughout Canada.
- Newly refurbished offices, with ergonomic workstations, open or closed working and meeting areas, outside patio, free parking.

Duties would begin on **September 5, 2023**.

The CTF/FCE offices are located in Ottawa, on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls for Action and commits to furthering the work of reconciliation.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. We promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity seeking group. The CTF/FCE values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF/FCE Assistant Executive Director Claudia Guidolin, electronically via HR_RH@ctf-ce.ca.

All applications must be received no later than 16:00 (Eastern Time) on **August 17, 2023**. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Please note that interviews will take place on **Wednesday, August 23, 2023**.